



Dear Parent/Carer

I am writing to provide you with more detail as to how we are preparing for the wider opening of school at Manor Church of England Academy.

Included in the email we sent today is a copy of the presentation to explain the detail, as well as video links so that you can see our set up for yourselves, and a link to our risk assessment. We are doing all of this to be as open and transparent as possible, so that you can make an informed decision that is right for you and your family (as well as showing the detail we have gone into to make our learning environment as safe and welcoming as we can.)

Year 10 Face-to-Face Support

At this stage, the government is asking secondary schools to supplement remote learning with some face-to-face support for students in Year 10. This is to help and support students with their ongoing remote learning but also to help prepare them for their forthcoming public examinations in 2021.

At Manor, we would like all students to engage with this provision, as we know that when students are in school working with our teachers that they thrive and excel in their studies. Students will then be able to engage more effectively with their home learning having had some teacher input and instruction.

We aim to commence providing face-to-face learning to students in Year 10 from **Tuesday 16th June**. Further organisational details are below (Structure of the Academy section).

I want to reassure you that the safety of our students, staff, parents and families will remain our number one priority. The Senior Leadership Team and I will continue to work together including with colleagues from across the Trust to do all that we can to make our academy as safe as possible. We will be employing a range of approaches and actions to substantially reduce the risk of contagion and infection.

The approaches and actions can be categorised into the following areas:

- Structure of the Academy;
- Social Distancing;
- Hygiene Standards;
- Cleaning;
- Transport and Travel.

Structure of the Academy – minimising contact between students and staff.

To help minimise the contact between students and staff, the academy will be structured differently to normal, to facilitate this all students will be taught in our large Lunchbox and hall area.

- We will divide the students in Year 10 into 8 different groupings. These groupings are based on your child's Maths set and side of the year group that they are in.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Session		X1	X4 & X5	X2	X3
PM Session		Y1	Y4	Y2	Y3

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- Your child has been sent an email to their school email address with the exact session they should come to, **if you indicated that you wanted your child to attend**. This email also includes answers to some of the frequently asked questions that they have raised to us through their form tutors and Mrs Stephens. If your child cannot access their emails, please contact hello@mce.ht.academy and a member of our support staff will re-send their details.
- If you indicated you would like your child to attend, could we please ask that you confirm their allocated session, via this link. It must be for the specific session in the email.

[Confirmation of Place Google Link](#)

- Please confirm attendance with us via this link. Students are not allowed on site, unless they are pre-booked in. A register will be taken **and due to safety reasons we can only allow students onto site who have been booked in**, using the link above.
- This link will confirm your child's place for the first two week cycle. It will need to be done every two weeks and we will send email reminders. This has to be done for safeguarding and DFE attendance purposes.
- AM Session students should arrive on their allocated day between 8:10-8:25 with lessons from 8:30 – 11:30.
- PM Session students should arrive at school between 12:10-12:25 with lessons from 12:30 – 15:30.
- All students will be taught in the hall and lunchbox area; the students will be taught in smaller "bubble" groups of 4. Each "bubble" group has been organised with care to group students together with the greatest number of option subjects in common – students will be advised of their bubble group on arrival.
- The students will have their own workstation area; they will remain there for each of their sessions and their teachers will rotate around to teach them.
- On arrival, students will be asked to wash their hands before entering the hall
- Students will be taught by specialist teachers but this might not be the teacher they have had so far this academic year; wherever possible, we have tried to get teachers with their class students.
- Over the course of a two-week period students will study English, Mathematics, Science, RS, History and/or Geography, MFL and a number of their other option subjects;
- Students will have a 20 to 30 minute break built in to their session, will be able to move to a socially distanced social area to get some fresh air and will be supervised
- We aim to run this model for the first two weeks, to settle students back into a way of working and to acclimatise to social distancing in school. Once successful, we are hoping to increase to have coursework and practical subjects specifically available on Mondays, to allow for specialist teaching in specialist rooms as well as launching particular controlled assessments.
- **We are not able to swap students their allocated session.**

Social Distancing – minimising contact between students and staff

This is a term that we have all become familiar with in recent months. We will be requiring students and staff to respect each other's personal space and to keep a 2m distance from each other:

- Throughout school we have clear signage and markings to help students maintain a 2m distance;
- The hall and lunchbox will have workstations which are well spaced across the room with a minimum of a 2m gap between each workstation; workstations will be cleaned between AM and PM sessions.
- Students will not move around the hall, but it is their teachers who will move.
- We have provided a 15-minute window for students to arrive at school so that they can avoid arriving at the same time; students should arrive at the Acomb gate and follow the floor markings and directions from Senior Leaders at that gate, the markings on the floor and facilities staff.
- Students will have a staggered break of 20 to 30 minutes. During this break, they will stay with their bubble group, but will be able to move to a different area (Lunchbox & Quad) to relax, chat, but still maintain the social distance of 2 metres.
- Students of key workers and those who require greater care, will be looked after in a completely separate part of the building and therefore will not come into any contact with Year 10 students whilst on site.
- If a student needs to use the toilet they will ask permission to leave their work station and should follow directions and the one way system to access them.
- We encourage students to bring their own pre-filled water bottle, if they need to refill our water stations are available.

Hygiene Standards

Public Health England have placed a heavy emphasis during the course of this pandemic on everyone improving personal hygiene through frequent and thorough hand washing. As such, we will be implementing this as part of our standard routine for all students and staff:

- When students and staff enter the academy they will be required to wash and dry their hands thoroughly using the wash station in reception;
- We will remove the need for students or staff to touch or come into contact with surfaces where it is possible to avoid doing so e.g. all doors will be set in the open position or will be self opening;
- The hall and lunchbox has additional hand sanitiser stations throughout, which are available for students and staff to use during the course of their 3 hour period in school;
- Students are asked to wear school uniform comprising a white shirt or blouse, black trousers or kilt and black shoes. Ties, tank tops and blazers are optional.
- When leaving the academy premises, students will be required to wash and dry their hands. We would expect our students to socially distance on their walk or ride home too.

Cleaning

We have already increased the frequency of cleaning from Monday 18th May. The hall and lunchbox and frequently touched surfaces will be cleaned throughout the day and after staff and students have vacated the premises.

Transport and Travel

We recognise that travel will be a concern for a great deal of our families. However, the government has set out the following guidance:

- Wherever possible, members of the public should avoid using public transport;
- We would, therefore, strongly advise against the use of public transport in getting to school;
- We strongly encourage, those who are able, to walk or cycle to school;
- If it is not possible to walk or cycle, we would encourage all other transport to take place in private vehicles such as a family car;
- Where the only mode of transport possible is via public transport, the guidance is to maintain social distancing and where necessary, wear face coverings; unfortunately, the specific school services (M2, M3 etc) have informed us they will not be running. As an external provider, this is unfortunately beyond our control.

I hope that the detail provided in this letter and in our email provides you with the reassurance that you need for your child to return to the academy. I also recognise that for some families you will have your own personal reasons and circumstances as to why you may not want to or be able to do so. This is completely understandable and I would not want you to feel pressured into making a choice that you do not feel comfortable with.

I would like to thank you for your patience whilst all of this has been set up and for colleagues in school who have worked so hard to plan this new provision. As you can see from the amount of information contained here, in our risk assessment and other documentation a great deal of care and planning has gone into this and we are really looking forward to welcoming our wonderful students back.

Yours faithfully,

Mr Simon Barber
Principal